



TECHNICAL BULLETIN Number 009

TITLE **Purchasing from General Service Administration
Schedules**

REVISION **Number 1**

I. Authority

A. Applicable Statute

- A.R.S. § 41-2558 General services administration contracts
- Section 211 of the E-Governments Act of 2002 Authorization for acquisition of information technology by State and local governments through Federal supply schedules.

B. Applicable Administrative Code

- R2-7-G304 General Services Administration contracts
- R2-7-202 Delegation of Procurement Authority to State Governmental Units

C. Other applicable authority

- Federal Acquisition Streamlining Act (FASA) and other federal laws and programs granting State and local government access to GSA schedules.

II. Revision Note

This Technical Bulletin revises and supersedes Policy Number 15 issued November, 2006.

III. Definitions

Where set forth in normal font, the following definitions are directly from the Arizona Procurement Code. Further definitions from sources noted are in *Italics*.

- A. **General Services Administration (GSA) schedules** means the contracts GSA enters into with commercial firms to provide supplies and services at stated prices for given periods of time. The U.S. General Services Administration (GSA) Schedules program permits states to access multiple-award Schedule 70 (Information Technology) contracts with GSA to provide a broad range of Automated Data Processing (ADP) products and services.
- B. **State Governmental Unit** means any department, commission, council, board, bureau, committee, institution, agency, government corporation, or other establishment of official executive branch or corporation of this State.



IV. Statement of Policy

Section 211 of the E-Governments Act of 2002 allows State and Local Governments to make purchases from GSA Schedule 70. Under the 1122 program, state and local government may buy law enforcement and emergency products and services through GSA and such purchases are not intended to be subject to this Technical Bulletin.

It is the policy of the State of Arizona that State Governmental Units may purchase materials and services from GSA contractors up to the amount of their procurement delegation under the following conditions and limitations:

- A. The required material or service is not covered on an existing State contract or an existing State agency contract.
- B. For purchases of \$50,000.00 or less, the State Governmental Unit determines that the required material or service is not available or it is not practicable to purchase from a small business. [A.R.S. § 41-2535(B)]
- C. The State Governmental Unit determines that the material or service is not available or it is not practicable to purchase from the State's Set-Aside Procurement Program providers. (A.R.S. § 41-2636)
- D. If more than one contract is available under GSA schedules that meets the State Government Unit's need, the State Government Unit shall develop a competitive method for improved pricing.
- E. The State Governmental Unit shall analyze the effect on the local market and small business community on utilizing a GSA contract. The analysis and a justification for the use of GSA shall be signed and dated and placed in the procurement file.

Effective

This Technical Bulletin is hereby effective this 6th day of May, 2008, unless otherwise revised or repealed.

Statute, Administrative Rule, and Executive Orders shall prevail in the event of a discrepancy between this policy and applicable Statute, Administrative Rule, or Executive Orders.

Signature

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